

*INNOVATIVE GOVERNMENT SOLUTIONS ASSOCIATION INC.*

REQUEST FOR PROPOSALS

Association Program Management Services

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The Innovative Government Solutions Association, Incorporated (IGSA), a non-profit organization chartered in the State of Delaware, is calling for proposals to manage the association's programs and services to public agencies and non-profit organizations. Proposals will be accepted beginning January 13, 2020 and ending at 5 p.m. Eastern Standard Time February 7, 2020. A pre-proposal conference call will take place on January 22, 2020 at 2 p.m. Eastern Standard Time. Conference call information will be sent to those who request to be on the call.

The primary contact for information and assistance is Stephen Swendiman. Please direct any questions or comments and submit all responses to him at [info@igsaus.org](mailto:info@igsaus.org).

INTRODUCTION

The Innovative Government Solutions Association, Inc. is accepting proposals for association program management services. Your company is invited to submit a proposal prior to the listed close date of February 7, 2020. Please contact the individual listed above if you require additional information in developing your proposal. Only formal proposals will be considered. IGSA leadership plans to review all proposals within three weeks of the close date. IGSA may request face-to-face meetings with finalists prior to making a final award. We look forward to reviewing your submissions.

HISTORY OF THE ASSOCIATION

IGSA was founded in September 2019 by a group of individuals who have spent years supporting local and state governments, non-profit associations and organizations and educational institutions. The IGSA intends to provide direct and indirect services to public agencies using a management team from the private sector and public agency contracting with the private supplier community. The founders have a long history of providing successful programs and services in these sectors and founded IGSA to continue the non-profit mission of providing value-added programs and services while giving back to the communities involved in the organization through grant programs. For more information, visit our website at [www.igsaus.org](http://www.igsaus.org).

## MISSION STATEMENT

Innovative Government Solutions Association (IGSA) is a non-profit organization focused on helping local and state governments and non-profit organizations sharing their missions to use innovative solutions to solve problems, save taxpayer money and create efficiencies in process management.

IGSA is primarily focused on reinventing cooperative purchasing that assures legitimate public agency bidding, commitments to specific standards as are embodied in the professional public purchasing officials' mission and practices, public agency and IGSA contract management, and validation of legality for public agencies. Secondarily, IGSA is focused on providing solutions for shared services, process management improvements and innovative government solutions.

All local and state agencies, as well as public K-12, community college, and college and university systems will be eligible to participate in IGSA programs. Additionally, 501(c)(3), 501(c)(4) and 501(c)(6) organizations that support the missions of public agencies may also participate. These would include, but not be limited to, non-profit colleges, museums, nursing homes, health institutions, volunteer organizations, social service-oriented organizations, public advocacy groups and mental health non-profits.

IGSA is chartered to provide broad public benefit, both through program offerings and through grants to public agencies and non-profit organizations. It is the intention of the IGSA board of directors to allocate all net revenues through grants to public and non-profit agencies each year. Net revenues are defined as all revenues available after operating costs and reserves are met.

## RELATIONSHIP TO OTHER RELATED ORGANIZATIONS

IGSA is not related to any other organizations. IGSA may seek partnerships with other non-profit and for-profit organizations in order to meet its goals and achieve its mission.

## SCOPE OF WORK

IGSA is interested in partnering with a firm that is able to manage all of the sales and marketing for programs developed in cooperation with the IGSA board of directors and executive staff. The company will be responsible for day-to-day interaction with governmental agencies and non-profits, will work with an advisory committee of professional public purchasing and management officials, and will provide reporting to the IGSA on all activities, sales and costs of the programs. The following outline provides additional required information for proposers.

1. Company Information
  - a. Business history and leadership;
  - b. Business offerings;
  - c. Existing staffing, both sales and operational;
  - d. Dedicated key person to manage IGSA relationship;

- e. Insurance coverage, including liability, workers' compensation, errors and omissions;
  - f. Business address and contact information.
- 2. Requirements for consideration
  - a. Commitment and support from top company officials;
  - b. Dedicated sales and marketing staff;
  - c. Ability to scale staff as growth occurs;
  - d. Commitment to an exclusive relationship for the programs and products developed by IGSA;
  - e. Ability to maintain patient capital while the programs and services develop;
  - f. Commitment to a shared revenue model with IGSA and lead public agencies;
  - g. Proven history of work with public agencies and non-profit organizations;
  - h. Experience working with non-profit organizations and governing boards;
  - i. Back office capacity to track and report activities and sales;
- 3. Board and advisory committee meetings
  - a. Commitment to support board and advisory committee meetings, most of which will be held by telephonic or video teleconference calls;
  - b. Commitment to attend and support an annual face-to-face meeting of the board of directors, advisory committee and key partners;
  - c. Assistance with written reports to the board of directors and advisory committee.
- 4. Marketing and sales
  - a. Assistance in the development of web-based promotion and information portal services;
  - b. Development of data base for future programs and sales;
  - c. Support of IGSA internal staff with dedicated day-to-day contact;
  - d. Dedicated sales force to train, manage and assist awarded suppliers.
- 5. Commitment to sales reporting and diagnostic support
  - a. Use of a CRM system for tracking activities with full access for IGSA staff;
  - b. Review and recommend modifications, redesigns and development as appropriate;
  - c. Assist in the development of micro-sites for promotion of programs and services to targeted markets.
- 6. Commitment to a long-term relationship
  - a. IGSA desires to identify a program management partner that will stay with the organization for an extended period of time. IGSA is committed to continuous examination of performance and future planning. Proposals should include benchmarks for success.

## THE MARKETPLACE

The United States has over 100,000 local public agencies, including K-12 schools, cities, counties, special districts, boroughs, parishes, townships, joint powers agencies, public utilities, councils of government and various independent special districts. The 50 states, the District of Columbia and U.S. Territories also have multiple agencies. Colleges and universities number in the thousands and non-profit organizations that support all of these local agencies number in the tens of thousands. Including the federal government, public agencies spend over \$1.5 trillion per year. Two thirds of this spending occurs at the local and state government levels and half of that is school spending.

The founders of IGSA have created cooperative purchasing and shared services programs at the local, state and national levels. IGSA believes that this marketplace is in need of a new vehicle that ensures the integrity of the public agency procurement process, follows the accepted standards of procurement, assures other public agencies that the contracts awarded by lead public agencies meet all of the required standards for procurement in their jurisdiction, that the contracts are properly monitored and that terms and conditions are enforced.

The founders also believe that public agencies are seeking ways to collaborate, share services, support efficiencies and innovation in the workplace and desire trusted sources to lead these efforts. For IGSA to be successful, we believe that we must strive to engage highly valued public purchasing officials to act as lead public agencies for the purposes of sharing contracts with other public agencies and non-profits. To this end, IGSA will create an advisory committee of public purchasing officials as soon as is practicable. This advisory committee will counsel the board of directors relative to programs, services and products, as well as assist the IGSA in creating contracts for the use of all public agencies that so desire to take advantage of the economies of scale of cooperative purchasing.

#### MARKETING AND SALES METHODS

IGSA intends to use a cooperative purchasing and shared services model based upon the lead public agency model. Lead public agencies solicit contracts on behalf of the IGSA cooperative, IGSA assists in the monitoring of those contracts outside the boundaries of the lead public agency and the management group markets the contracts to local agencies and qualified non-profits. Suppliers are assessed a minimal fee to participate in the program. These fees are shared with the lead public agencies, the IGSA and the management team.

IGSA also plans to use a supplier-centric model for sales and marketing. This model provides for training for each awarded supplier sales force through the management team and IGSA. Trained suppliers become sales supporters of the cooperative. Suppliers also agree to standards of cooperation, including use of IGSA contracts as their sole vehicle in the public agency space, support for the program from the top of their organizations and commitment to public benefit as spelled out in the standard sales agreements between the lead public agency, IGSA and the supplier. Suppliers also commit to monthly sales reports and monthly accounting reports to IGSA and the management team.

## FINAL COMMENTS

The IGSA board of directors thank you for considering this Request for Proposals. If you have any questions or concerns, do not hesitate to contact us by email or telephone. Any modifications to the RFP will be shared with all proposers indicating an interest in the project.